



**County of San Diego, Planning & Development Services**  
**GUIDANCE DOCUMENT – PLAN CHANGES**  
**BUILDING DIVISION**

---

Buildings must be constructed as shown on the plans approved by Planning & Development Services, Building Division. If any changes in the actual project construction are proposed, those changes shall be reviewed and approved before commencing work. Potentially costly errors can be avoided if Building Division staff reviews all plan changes **before** construction occurs.

Plan changes are appropriate for minor project adjustments encountered or required during construction. Substantial changes (e.g., significantly added square footage, reconfigured floor plan, etc.) will not be processed as plan changes. These major adjustments to the scope of work require a new permit and plan check.

All plan changes require supplemental sheets to augment the originally permitted set of plans. These supplemental sheets shall reflect all proposed plan changes as well as any original information not affected by the plan changes; supplemental sheets showing only the changed area (i.e., partial sheets) will not be accepted. All changes must be reflected on these supplemental sheets, and the permitted set must not be altered in any way (i.e., no pen/pencil marks, no white-out, no sheets removed).

Note: If counter staff determines a significant number of the originally permitted sheets will require supplemental sheets due to the scope of the proposed plan changes, complete replacement sets may be required and the originally permitted set voided upon issuance of the plan change.

If an architect or engineer prepared the originally permitted sheets, an architect or engineer must sign and stamp the supplemental sheets.

Plan changes will be reviewed at the Planning & Development Services, Building Division, offices. If the proposed changes are minor, they may be processed over-the-counter as determined by the duty engineer. However, if the proposed changes are significant, as determined by the counter staff and/or involve complex engineering, the originally permitted set and supplemental sheets reflecting proposed changes will be logged in for review. Plan changes that are logged in will be treated as a standard plan check for turnaround time and will not be given special priority. Any plan change review may result in correction lists (similar to a standard plan check). The plan change will not be processed until all items on the correction lists have been satisfied.

All proposed plan changes will be screened, processed, and approved according to building permit processes. This may include BPPR review, building technician processing, zoning review, fire district approval, etc., depending on the nature of the changes.

**When submitting changes to the Planning & Development Services, Building Division, offices for review, all of the following shall be provided:**

- ☐ A detailed, itemized list – provided on separate 8-1/2-inch by 11-inch sheets – describing each change proposed on each supplemental sheet relative to the originally permitted sheet. The description of each change shall be specific.
- ☐ The originally permitted set of the construction plans. The permitted set is the one with the perforated date stamps from the County on each sheet of the plans. Please follow these guidelines:
  - Do not make any changes to the permitted set (no pen/pencil marks, no white-out, no sheets removed). Instead provide new sheets reflecting the proposed changes. New sheets must be of the same size as the permitted set.
  - Number the sheets so they correspond to the permitted set AND can be clearly differentiated as new sheets (e.g., if changes are made to the permitted structural sheet “S-1,” the new sheet should be numbered “S-1-Revised” or “S-1-R”).
  - If changes are limited to specific portions of the sheet (e.g., framing changing over one room), cloud/bubble these areas on the new sheets so the changes are easily noticeable. Any information from original permitted set not affected by plan changes must also be shown on these revised sheets.
  - If an architect or engineer prepared the original submittal, an architect or engineer must wet sign and stamp the revised plans.
- ☐ Two copies of each supplemental sheet reflecting the proposed changes. Once the plan change is approved, one copy will be attached to the permitted set, while the other will be added to the County set on file.
- ☐ Original and new sets of engineering calculations and/or truss drawings, if applicable to the proposed plan changes.

Plan change fees will be assessed at the time and material rate for engineering staff. Currently the rate is \$131.00 per hour and there is a 1/2-hour minimum charge. Additional fees may also be required for the time of other staff (technician, planner, etc.) required to review the plans.

If the scope of the permit changes or if additional floor area is added, additional plan check and permit fees, school fees, and/or fire mitigation fees may be due. At that point, any adjustments to your plan records also will be made, necessary clearances will be set, and you will receive instructions on how to proceed. When plan change approvals are complete, you will receive an invoice to pay any required fees and to obtain final validation of the changes to your plans.